

Summary of the NELAC Board of Directors Teleconference April 30, 1999

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Friday, April 30, 1999 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A, past incomplete action items are shown in Attachment B, and the list of participants are shown in Attachment C.

Nomination for Outstanding Committee of the Year

The Board considered nominations for the different committees for special recognition by the Board. It was decided that guidelines for the nominations would be established in the future.

Approval of Minutes from April 2, 1999

The minutes were approved as written and the action items were reviewed.

Status of NELAC V

- S** Keynote Speaker - The Keynote Speaker has not yet been decided.
- S** Governor Pataki - An official invitation has been issued to New York's Governor Pataki to address the conference.
- S** Deadlines -
 - April 30th - all standards and changes are due to RTI.
 - May 10th - final agendas for each committee are due to Ms. Dutrow
 - May 10th - selection of committee members and chairs due to Dr. Jackson.
 - May 17th - final letters of appointment will be issued by Dr. Jackson.
 - May 26th - deadline for the conference rate with the hotel.
 - June 1st - pre-registration deadline for \$125 fee
 - registration deadline for banquet
 - Directories - two directories will be issued - the first will be from NELAC IVi to NELAC V and the second will be effective from NELAC V for the following year.

PT Oversight

Ms. Anne Rhyne reported that the committee had problems with the second and third sentences of Section 2.0. She stated that the second sentence means **if NIST accreditation is available you must have it in order to send out PT's in that matrix. It does not say what to do with matrices that are not covered by NIST.** They have a problem with the "status quo" reference in the last sentence and will rewrite it. She also discussed another entity for accrediting providers for solid waste who can be funded by fees. The PT committee will rewrite their standards to clarify these references.

ELAB Issues

Ms. Dutrow reported that she had sent to board/committee members via email a newly formatted version of the ELAB recommendations. Comments on the recommendations from the committees should be sent to Ms. Dutrow who, in turn, will send them to Dr. Jackson. Ms. Dutrow suggested that even though a committee cannot respond to broader issues, a response to that effect should be prepared stating what is being done. She also suggests that the answers should be in writing if a determination has been made. Dr. Jackson stated that he will provide a written response to Dr. Hershey before the ELAB meeting.

Field Measurements

Ms. Carol Batterton referenced the issue paper from Dr. Bart Simmons with the pros and cons of the five options. After reviewing the options and discussion, the Board felt that the development of the standards should proceed with emphasis on field measurements such as stack sampling, including the involvement of individuals experienced in sampling.

Committee Liaisons

Ms. Silkie Labie stated that the Quality Systems Committee received an overwhelming number of comments and questions on March 30th. They are working diligently on them. She asked that in the future more time be allotted so that the Committee will have time to address all comments in a timely manner. The Board agreed that the deadline would be 30 days after the posting of the Interim Meeting minutes on the website.

Committee response to comments

Ms. Mourrain stated that she had received a complaint that comments were not being responded to by the committees. She stated that part of the solution will be solved when the process for the committees is completed.

The next teleconference will be on May 27, 1999 at 1:30 p.m.

Action Items
Board of Directors Teleconference
April 30, 1999

Item No.	Action	Date Completed
1.	The Board will define guidelines for the recognition of outstanding committees.	
2.	Ms. Betsy Dutrow will remind the Committees to submit their Frequently Asked Questions to Dr. Irene Ronning if they have not already done so.	
3.	The status of the response from OW to the Board's letter will be put on the action list for discussion with the OW Assistant Administrator.	
4.	Ms. Dutrow will put a downloadable agenda for NELAC V on the website.	Completed
5.	Ms. Carol Batterton will draft a response to Dr. Bart Simmons on the Field Measurements issue.	

Incomplete Action Items from Past Teleconferences

Date of Teleconference	Action	Status
01/11/99	Committee Chairs are to prepare “Frequently Asked Questions” for posting on the website. They are to submit these to Dr. Irene Ronning.	On-going
01/07/99	Ms. Mourrain, Ms. Dutrow and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter.	On-going
11/19/98	Ms. Betsy Dutrow will make a note to invite someone from the Interagency Task Force Methods Comparability Board to make a presentation at the Annual meeting in Saratoga Springs.	On-going
02/04/99	Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs.	On-going
2/25/99	The Board agreed to prepare a cost benefit analysis and background document showing the consequences of EPA’s not supporting NELAC.	On-going
02/25/99	Ms. Batterton and Dr. Brokopp will write a solution to the issue of whether laboratories need another on-site inspection if they were inspected immediately before the state was granted accrediting authority.	On-going
02/25/99	Dr. Gary King will be asked to work on the issue paper for the Indian Tribes with Ms. Regelski.	On-going
04/02/99	Ms. Mourrain will ask the National Database Committee to address ELAB Recommendation No. 4.	On-going
04/02/99	Mr. Anderson will send the Accrediting Authorities’ response concerning ELAB Recommendation 19 to Dr. Jackson.	On-going

Attachment C

**List of Participants
Board of Directors Teleconference
April 30, 1999**

Name	Affiliation	Telephone Numbers
Dr. Ken Jackson, Chair	NY Dept. of Health	Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Jim Pearson, Chair-elect	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton, Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp	UT Department of Health	Tel: 801-584-8406 Fax: 801-584-8486 email: cbrokopp@doh.state.ut.us
Dr. Ron Cada Absent	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Ms. Betsy Dutrow, Executive Secretary	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Gary King	DOE	Tel: 202-586-0534 Fax: 202-586-5547 e-mail: gary.king@em.doe.gov
Ms. Silky Labie	FL Depart. of Environmental Protection	Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov
Ms. Jackie Sample	U.S. Navy	Tel: 843-743-8673 Fax: 843-743-8668 e-mail: SampleJH@hq.navsea.navy.mil

Ms. Nancy Wentworth (Invited Guest)	USEPA, ORD	Tel: 202-564-6830 Fax: 202-565-2441 e-mail: wentworth.nancy@epamail.epa.gov
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